Northeast Delta Human Services Authority

Governing Board Meeting April 16, 2013

Office of Public Health, Community Room

1. Meeting was called to order by Chair – Gene Tarver at 6:10 pm. Prayer was conducted by Dr. Tarver.

2. Roll Call was held and a quorum was met. Person’s present were: Kathy Waxman, Dr. E. H. Baker, Melba Sandifer, Anna Toston –Edwards, Lakeisha Powell, Terri Spence, Joyce Brazzel , James Mobley, Alisa Lear, Chuck Halley, Charlie Trimble, Thelma Merrells, Lorraine Reed , Leslie Durham, and Dr. Gene Tarver.

Not present: Jerrilene Washington and Wendy Callahan

3. Approval of Agenda: . A motion was made by Alisa Lear to adopt the agenda. The motion was seconded by Lorraine Reed and passed with a unanimous vote.

4. Approval of Meeting Minutes (Previous Meeting): Joyce Brazzell made a motion to adopt the minutes from the previous meeting. This motion was seconded by Leslie Durham and passed with a unanimous vote.

5. Recognition of guests: Ms. Jennifer Purvis of OCDD, Ms. Laura Nettles of Families Helping Families and Ms. Fanny Moulet who is a parent of an adult child with developmental disabilities. A welcome was also extended to Ms Leslie Durham who is our new member from Tensas. She is active in the community, serving as president of Tensas Community Health.

**Facilitator comments:** Mr. Semon was recognized and asked for comments. He stated no comments re: actions needed but complimented the board on a good job with the ED selection process.

**Executive Session:** A motion was made by Anna-Toston Edwards that we go into executive session to discuss credentials of the candidates. That motion was seconded by Alisa Lear. The guests excused themselves and the board went into executive session.

**The ED committee made a report regarding the final two candidates and their qualifications. Interviews were held with both candidates with board members present. Rating scales were completed and both candidates did well. Discussion was also held regarding salary to offer to the selected candidate.**

A motion was made by Anna Toston-Edwards that we leave the executive session and go into the regular public meeting. That motion was seconded by Alisa Lear. Motion carried unanimously.

Executive session ended.

**A motion was made by Alisa Lear that we offer conditional appointment to candidate with the highest score, based on his ratings, etc subsequent to the interviews. That motion was seconded by Lorraine Reed. There was discussion regarding the motion and a roll call vote was held. All board members present voted Aye for offering the position to Mr. Nirde. There were no Nay votes.**

**The next item of business was to decide on the salary to be offered. A motion was made by Alisa Lear that we offer Mr. Nirde $120,000 as a beginning salary. That motion was seconded by Anna Toston-Edwards. A roll call vote was held and there were Ayes from all board members with the exception of Chuck Halley who voted Nay. Motion carried.**

**A motion was made by Leslie Durham that Dr. Tarver offer the position, with a starting salary of $120,000 to the top candidate, with the understanding that if he does not accept the position we will make the same offer to the second highest candidate. This motion was seconded by Thelma Merrells and was passed unanimously with a roll call vote.**

**Organization Transition:**  Discussion was held regarding movement to Phase Two Assessment. Our governance manual has step by step guidelines for how to meet that Assessment successfully. Pages 9-11 focus on starting Phase Two. Everyone is responsible for making themselves knowledgeable about this process and how to best accomplish this goal. This will start when our new ED arrives. There will be a “shadow year” in which the new ED will continue to have support and guidance from DHH, especially as it relates to budget. One of the major criteria is our ability to show that we have the competence to govern the District. The ED will not just come in and report to us at our board meeting. He will submit a report prior to the meeting and our responsibility is to have reviewed that report and be ready to question or make comments about his report. He will be reporting based on the agenda calendar which is clearly outlined in our policy manual.

**Financial Disclosure** We have to have our individual financial disclosure statements submitted by May, 2013 as they are due each year in May.

**Mileage Forms** are due to Dr. Tarver at the May meeting as they must be approved by him and submitted prior to the end of this fiscal year.

**Attendance:** Everyone is expected to attend board meetings unless they have contacted the board regarding their inability to attend. Unexcused absences are something that must be addressed by the board. Joyce Brazzell has been approved to not attend for the next couple of months. Wendy Callahan and Jerrilene Washington have been excused from tonight’s meeting.

**Citizens Participation:**  Ms. Purvis asked for clarification regarding Mr. Nirde’s name. She also inquired as to whether information will be made available to the involved agencies regarding how things will change and their involvement in the orientation process. Mr. Semon stated that they will be a part of the orientation process and a check list will be provided of what the various agencies are to provide to the new ED. Dr. Tarver stated that we are expecting a very aggressive outreach effort on the part of the new ED to introduce himself to everyone, to listen to their concerns and come together with the agencies and the community to build a high level of confidence and assurance. We expect him to assume his position no later than between May 20th and May 28th.

A motion was made by Alisa Lear and seconded by Lorraine Reed to adjourn the meeting. Motion was carried by unanimous vote. Our next meeting is scheduled for May 14, 2013.